



**DIVISION OF PUBLIC DEFENDER SERVICES
JOB OPPORTUNITY
PAYROLL OFFICER
OFFICE OF THE CHIEF PUBLIC DEFENDER**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: OCPD- 30 Trinity Street, 4th Floor, Hartford, CT 06106

Hours: M-F, 1st Shift, (40 hours per week)

Salary: \$79,020.00, per annum plus state benefits

Closing Date: December 19, 2015

Applications are now being accepted for the position of Payroll Officer, for the Financial Unit, in the Office of the Chief Public Defender.

Duties:

Reporting to the Director of Financial, the successful candidate will be responsible for fulfilling the Division's payroll needs and will make recommendations for policies and procedures relating to payroll matters; act as a liaison with other operating units, agencies and outside officials needs. The candidate is expected to enter and maintain federal and state payroll taxes for employees along with general deductions including health insurance, retirement and union dues where applicable. The individual will supply CORE support team with salary plan and schedules of COLA's and AI's in compliance with contracts for union and non-union Public Defender. The candidate supervises control and distribution of paychecks; processes corrections as needed; assists in budget preparation by preparing payroll expenditure data. Performs other related duties as required.

Knowledge, Skills and Abilities:

Applicants should demonstrate considerable knowledge of and ability to apply State payroll procedures, including those specifically related to each of the various collective bargaining units; knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; knowledge of governmental accounting principles and practices as applied to payroll operations and record keeping; knowledge of benefits and administration procedures; considerable skill in performing arithmetical computations; considerable skill in working with payroll and spreadsheet software; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

Special Requirement:

A Bachelor's degree and three (3) years experience in payroll, accounting, record keeping or seven (7) years of professional experience in payroll, accounting, or record keeping. Experience in Oracle/Core-CT strongly preferred.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Stephen Hunt, Director of Financial Unit
and Paula Lohr, Human Resources Officer,
Office of Chief Public Defender, 30 Trinity Street, 4th Fl, Hartford, CT, 06106**

Applications/resumes are preferred by e-mail: Stephen.Hunt@jud.ct.gov and Paula.Lohr@jud.ct.gov (One e-mail to both addressees with attached resume/application is also preferred).

*Employment Application may be obtained from our web site at www.ct.gov/ocpd
(Any current, permanent employee in the Division interested in applying should submit an updated resume only). Please note, only those applicants selected for interview will be contacted*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.